



THE UNIVERSITY of  
NEW ORLEANS

STUDENT GOVERNMENT ASSOCIATION

The office of the Student Government President-  
Providing New furniture and clean existing furniture in Milneburg Hall room 351  
Executive Order No. KH 2019-008

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Recipients: Business Affairs

Amount: \$8,916.02

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This is an Executive Order to allocate \$8,916.02 from the Executive Operating Account to provide New furniture and clean existing furniture in Milneburg Hall room 351.

**Whereas**, the purchasing of new furniture and cleaning old furniture in this particular area is essential so that commuter students have a comfortable place to relax and study while waiting to go to class.

**Whereas**, students have been using this space for years and have been sitting on furniture that is old, extremely uncomfortable, and unclean.

**Whereas**, this space is also often used for student group discussions and organization meetings.

**Furthermore**, it is important to provide students with access to a space with furniture where they can be at ease, do homework, engage socially, and feel comfortable.

**In conclusion**, the executive account is provided for executive initiatives for the betterment of the student government Association and the University of New Orleans as a whole

**Now Therefore I, Kenady Levanna Hills**, President of the University of New Orleans Student Government Association, by virtue of the authority vested by the constitution and laws of the Student Government Association of the University of New Orleans do hereby order and direct as follows;

**Section 1:** The amount of 8,916.02 shall be allocated to business affairs for the purchasing of new furniture for room 351 in Milneburg Hall at the University of New Orleans.

**In witness Whereof**, I have set my hand on this executive order at the University Of new Orleans in the city of New Orleans Louisiana, on this 8th day of April, 2019.

Kenady Levanna Hills

Student Government Association President

University Of New Orleans

236-A University Center | 2000 Lakeshore Drive | New Orleans, Louisiana 70148  
504.280.6229 | sga.uno.edu



401 ST. JOSEPH STREET  
 NEW ORLEANS, LA 70130  
 P: (504) 522.9558  
 F: (504) 522.7070

**REMIT TO:**  
 PO BOX 649  
 JACKSON, MS 39205

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
62389	04/12/19		UNO002	JACOB B. STEMPKY	

**Quote To**

UNIVERSITY OF NEW ORLEANS  
 2000 LAKESHORE DRIVE  
 NEW ORLEANS LA 70148

**Ship To**

ACCOCUNTS PAYABLE  
 UNIVERSITY OF NEW ORLEANS  
 2000 LAKESHORE DRIVE  
 NEW ORLEANS LA 70148

Phone +1 (504) 280-3162

Terms 1% 15 DAYS, NET 30

Phone +1 (504) 280-3162

Tax 72-0702000

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
1	12	490410P STEELCAS MOVE; CHAIR, PLASTIC SEAT / BACK, NO ARMS, GLIDES FRAME :4799 PLATINUM METALLIC SEAT :6338 CHILI SHELL :6338 CHILI OPTIONS ** OPTIONS ** GLIDES *OPT:GLIDES HARD GLD STD:HARD GLIDES Tag For MOVE	156.36	1,876.32
2	4	TS4TWP STEELCAS CAMPFIRE; TABLE-PERSONAL OPTIONS ** OPTIONS ** TOP OPT *OPT:TOP SELECTION HPL TOP STD:HPL TOP TOP-SURF TOP SURFACE LAMINATE *TOP-SURF:LAMINATE FINISHES 2HAT ACACIA (HPL) Tag For 14/26	236.20	944.80
3	2	TS3BC STEELCAS CAMPFIRE; SEATING-BIG LOUNGE UPHLSTRY:5623 CYCLONE Tag For BIG LOUNGE	1,479.47	2,958.94
4	2	TS3HLM STEELCAS	897.98	1,795.96

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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 (cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
62389	04/12/19		UNO002	JACOB B. STEMPKY	

Line	Quantity	Catalog Number / Description	Unit Price	Extended Amount
5	1	CAMPFIRE; SEATING-HALF LOUNGE, MULTIPLE FABRIC BACK :5558 MARGARITA SEAT :5S23 WASABI Tag For HALF LOUNGE LABOR WORKPLACE LABOR IS TO RECEIVE, INSPECT, AND DELIVER FURNITURE. TRASH REMOVAL INCLUDED.	300.00	300.00

**QUOTATION TOTALS**

<b>Sub Total</b>	<u>7,876.02</u>
<b>LA NON-TAXABLE</b>	<u>0.00</u>
<b>Grand Total</b>	<u>7,876.02</u>

End of Quotation

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

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 NEW ORLEANS, LA 70130  
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 (cont'd)

Quote	Quote Date	Customer Order	Customer	Account Representative	Project
62389	04/12/19		UNO002	JACOB B. STEMPKY	

### TERMS AND CONDITIONS

#### PRICES:

- Prices quoted are firm for a period of 30 days.
- This signed quotation is required before seller will place order with manufacturer(s).
- Buyers who are exempt from taxes shall provide the seller with copies of exemption certificates upon acceptance of this proposal.

#### CANCELLATION/CHANGES:

- Cancellations must be in writing and will only be accepted within Five (5) days after receipt of order and providing the factory will accept cancellation of the order. Quick-ship orders are not subject to cancellation.
- Our order confirmation is final and binding, and any subsequent changes are subject to our ability to conform and are dependent upon factory approval. Changes in quantity or specifications are subject to approval by seller and manufacturer. Resultant charges from the manufacturer shall be borne by the buyer. All requests for changes in quantity or specifications shall be delivered to the seller in writing.

#### DELIVERY AND INSTALLATION:

In the event that delivery and/or installation are required as a part of the proposal, the following provisions shall apply:

1. **CONDITION OF JOB SITE** – The job site shall be clean, clear, and free of debris prior to installation.
2. **JOB SITE SERVICES** – Electric current, heat, hoisting and/or elevator service will be furnished without charge to seller. Adequate facilities for off-loading, staging, moving, and handling of merchandise shall be provided.
3. **DELIVERY DURING NORMAL BUSINESS HOURS** – Delivery and installation will be made during normal business working hours. Additional labor costs will be passed on to the buyer resulting from extra or overtime work performed at the buyer's request.
4. **ERECTION AND ASSEMBLY** – Seller's ability to erect or assemble furniture shipped knocked down or to permanently attach, affix, or bolt in place movable furniture is dependent on jurisdictional agreements between trade unions at the job site. If trade regulations enforced at the time of installation require on-site tradesmen to complete the installation, the cost will be additional. Delivery of unusual items requiring special handling such as insulated files, etc., shall be charged to purchaser at applicable commercial rates for such handling. Additional labor costs will be passed on to the buyer for multiple trips when site conditions or buyer's requirements do not allow for a complete installation.
5. **PROTECTION OF DELIVERED GOODS** – Furnishings delivered and brought onto the job site as scheduled shall be inspected and conditionally accepted by the customer. The responsibility for the security and safeguarding of the delivered furnishings shall at that time pass to the buyer.
6. **REQUESTED DATE OF DELIVERY** – The buyer requests delivery of this order by \_\_\_\_ \_\_\_\_ \_\_\_\_.

#### DELAYS:

- In the event that construction delays or other causes not within our control force postponement of the installation, we will store the furnishings until installation can be resumed. Transfer and storage charges incurred shall be passed on to the buyer.
- An invoice will be sent for materials received and stored. Normal payment terms apply. 10% of the invoice total may be withheld until installation is completed.

#### GENERAL LIABILITY:

- No liability shall accrue against the seller as a result of any breach of these terms and conditions resulting from any strike, lockout, work stoppage, accident, act of God or other delay beyond seller's control.

#### WARRANTY:

- Manufacturers' warranties as published in their specifications or literature for each product line are in effect at the time of sale.
- Warranties do not apply to products that have been repaired or modified without Workplace Solutions written approval or by an unauthorized repair facility.

#### PAYMENT TERMS:

- Credit Card payments will incur a Two and One Half Percent (2.5%) processing fee.
- Terms of sale are net 10 days from date on invoice. A 1 and 1/2% finance charge per month from date of invoice on past due accounts (18% annual percentage rate) will apply to all delinquent payments and will be added to the balance outstanding. A deposit of 50% is required. In the event a collection agency or attorney is necessary, the buyer agrees to pay all fees. Partial deliveries are to be paid for upon presentation of invoice covering each partial shipment. The buyer shall reserve the right to withhold 10% of the invoice amount of such partial shipments against completion of the contract.

Accepted by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>TOTAL CARE INC.</b>	
	2 Business name/disregarded entity name, if different from above <b>FIBER-SEAL OF S. LOUISIANA, INC; FIBER-CLEAN OF S. LOUISIANA, INC</b>	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=S corporation, S=S corporation, P=partnership) ▶ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) <b>6221 S. CLAIBORNE AVE #300</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>NEW ORLEANS, LA. 70125</b>	
	7 List account number(s) here (optional)	

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number				
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> </table>				
OR				
Employer identification number				
<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 25%;">72</td> <td style="width: 25%;">-</td> <td style="width: 25%;">0860</td> <td style="width: 25%;">849</td> </tr> </table>	72	-	0860	849
72	-	0860	849	

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

<b>Sign Here</b>	Signature of U.S. person ▶ <b>B. Calkins</b>	Date ▶ <b>1/8/16</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

INVOICE # \_\_\_\_\_  
 SERVICE ORDER



# FIBER·CLEAN

NO. 00000

6221 S. Claiborne Ave., Suite 300  
 New Orleans, LA 70125-4103  
 (504) 866-2273 Fax (504) 866-7555  
 www.FiberSeal.com NOLA@FiberSeal.com

**C  
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T**  
 University of New Orleans  
 Milneburg building  
 2000 Lakeshore Dr.  
 New Orleans  
 E-mail

**A  
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 Deborah Hadaway Elysian Fields  
 Week or so to Alumni Dr.  
 May 9 (last day) Rt @ Stop Sign  
 Admin Building #112

Scheduled Time	Date	Installer	Date of Quote 4/9/19	Referred By Name Firm	Type	Payment	Consultant Perrin	(Y) N C
Machine Clean / Extract								
Milneburg 351	(2) love seats, blue	heavy soiling on arms, spots throughout, some fraying on bottom		\$185/ea		\$370		
	(2) Club chairs, blue Poly	heavy soiling throughout		90/ea		\$180		
	* Some fraying on bottom of love seats and back seats							
								\$550

**PRICES ARE SUBJECT TO CHANGE AFTER INSPECTION BY TECHNICIAN**

Time In	Time Out	Payment Due Upon Presentation Of Invoice	TAX	52.25
			TOTAL	602.25

**IMPORTANT - PLEASE READ**

- . Furniture will only be moved in order to facilitate cleaning.
- . Furniture that is not empty or heavy, large glass tables and beds will not be moved.
- . An extra charge will be applicable if furniture has to be moved from one room to another.
- . Technicians are not authorized to move breakables.
- . Fiber-Clean and Fiber-Seal will not be responsible for: 1) non-colorfast dyes, 2) pile distortion, 3) non permanent finishes, 4) discoloration due to wicking or lubricants, adhesives, foreign matter, flame retardants or residues, 5) fibers that oxidize, yellow or brown, 6) shrinkage, buckling or other changes in dimensional stability, 7) changes the cause of which are not determined, 8) damage to items for work done on a goodwill basis, 9) pre-existing conditions or 10) upholsterer's markings.

**Please do not move furniture, remove tabs or blocks or replace cushions until completely dry.**

**Please stay away from serviced items until dry - ESPECIALLY CHILDREN AND PETS**

QUALITY ASSURED BY: \_\_\_\_\_, LEADMAN SIGNATURE OF CLIENT \_\_\_\_\_

- QUOTE
- INVOICE # \_\_\_\_\_
- SERVICE ORDER
- RETREATMENT
- REQUEST FOR SUPPLIES



# FIBER-SEAL

6221 S. Claiborne Ave., Suite 300, New Orleans, LA 70125-4103  
 (504) 866-2273 Fax (504) 866-7555  
 www.FiberSeal.com NOLA@FiberSeal.com

NO. 110001

C  
L  
I  
E  
N  
T

UNO Milneburg Building  
 2000 Lakeshore Dr.

Zip Code \_\_\_\_\_

Tel: Home \_\_\_\_\_

Cell \_\_\_\_\_

Work \_\_\_\_\_

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R  
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S

E-mail \_\_\_\_\_

Cross Street(s) \_\_\_\_\_

Scheduled Time	Date	Installer	Date of Quote	Referred By Name Firm	Type	Payment	Consultant
			4/9/19				Rein
1.							
2.							
3.	Rm 351					165/ea	\$330
4.							
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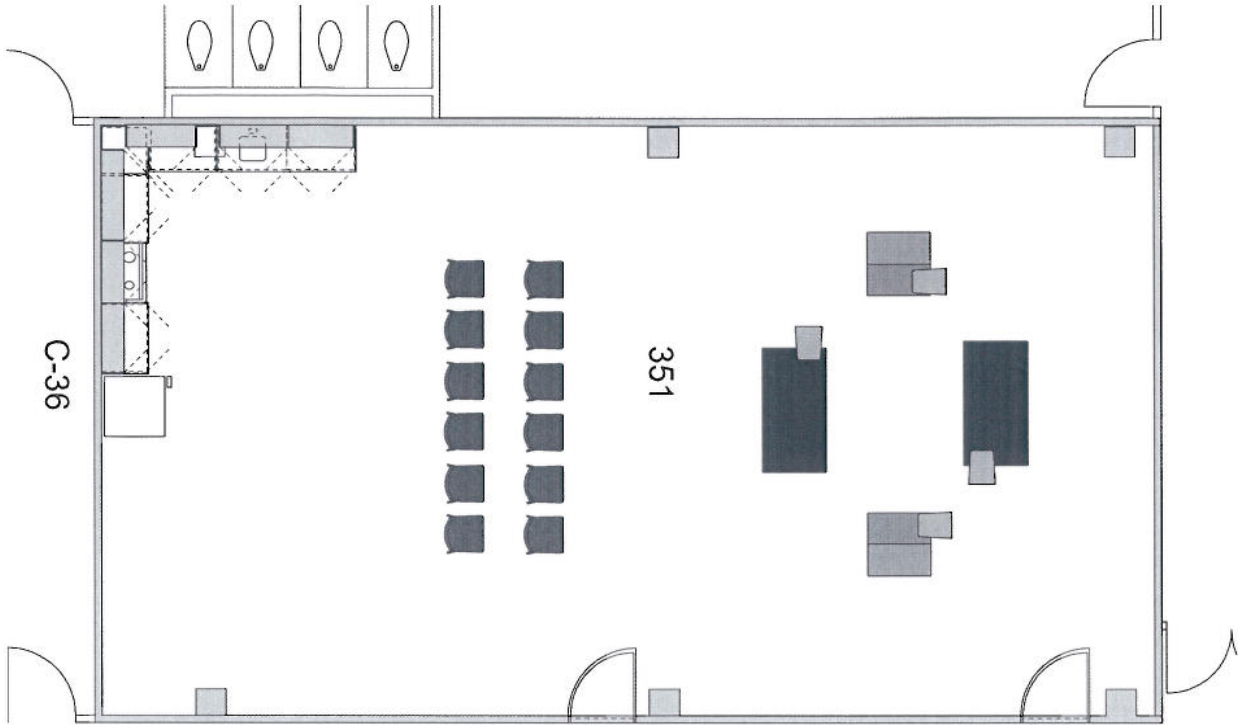
Please read the reverse side or the website <http://r.uvnola.com> before agreeing to the services offered.

Time In	Time Out	Payment Due Upon Presentation Of Invoice	TAX 46.31
			TOTAL \$ 536.31

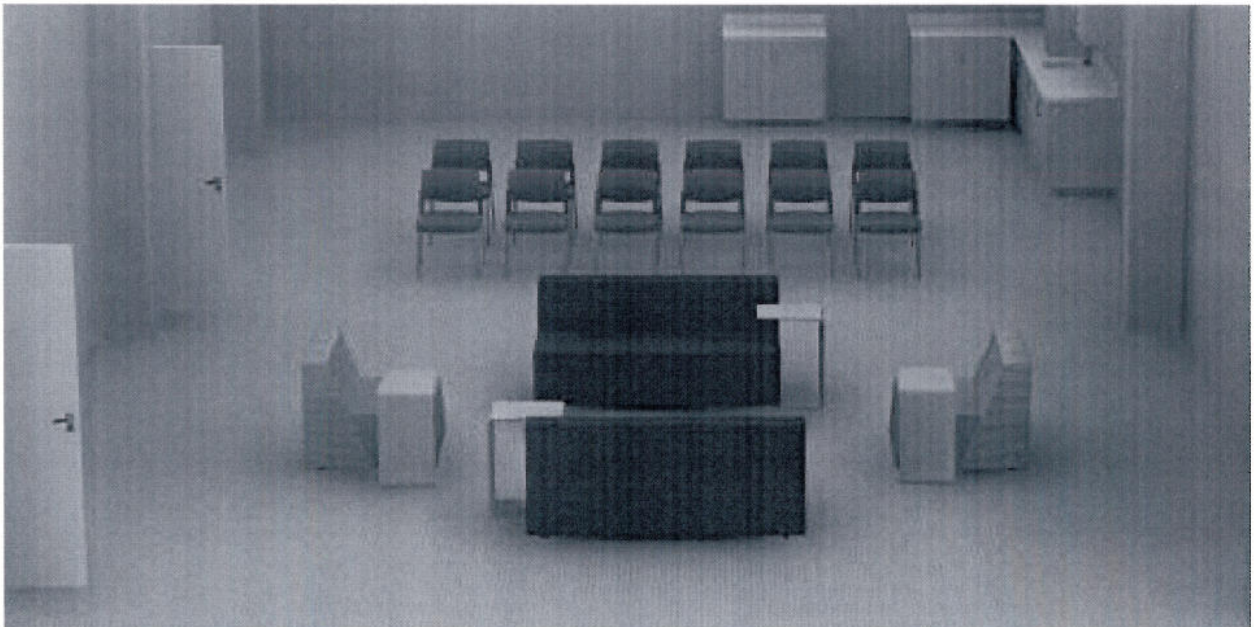
Please do not remove tabs or blocks from under furniture or replace cushions until completely dry.  
 This is a twelve (12) month renewable service policy for those soft surfaces listed above.

QUALITY ASSURED BY: \_\_\_\_\_ LEADMAN SIGNATURE OF CLIENT \_\_\_\_\_

**Please Read Instructions Before Using Any Cleaners**



C-35W



UNIVERSITY OF NEW ORLEANS  
 19033-JS - Milneburg Hall Lounge Room 351  
 New Orleans, LA

DATE: 4/9/2019  
 REVISED: 4/9/2019  
 SCALE: 1/8" = 1'0"  
 PROJECT #: 19033-js  
 SALES PERSON: js  
 DESIGNER: cs  
 SHEET: 1/1

**Workplace Solutions**

**JACKSON** 251 West South Street | Jackson, MS 39203 | p: (601) 354.4960 | f: (601) 353.6231  
**NEW ORLEANS** 401 St. Joseph Street | New Orleans, LA 70130 | p: (504) 522.9558 | f: (504) 522.7070